Digitization & E-Doc

Document Scanning & Management

For many companies and government bodies, producing paper documents is a core component of their business workflow. Items such as invoices, letters and customer orders are often paper-based.

Significant resources are devoted to managing paper-based processes. These are not always immediately apparent. Document retrieval and limited responsiveness are hidden costs resulting in storage and archive retrieval costs.

The benefits of electronic document management go far beyond eliminating the need for folders and filing cabinets. A successfully implemented electronic document management system has the ability to transform a business by creating responsive workflows that result in cost efficiencies and fast turnarounds.

By understanding your business requirements and business processes, Farohar can recommend and implement customized solutions that are designed to improve the efficiency of your business.

At a basic level, this starts with converting your paper documents into digital formats. We specialize in scanning of a wide variety of document types and paper variants including:
• Printed material from laser, dot matrix, typewriter, or inkjet
• Hand-written information
• Mass printed items such as company stationary and forms
• Thermal printer output, such as faxes and CAD plots
• Translucent polyester paper drawing sheets

To ensure low production costs, fast turnaround time and simplified retrieval, Farohar provides full support for:
• Bulk content conversion
• Project management
• Workflow optimization

Work Flow

Document Preparation

Document preparation is undertaken before scanning. It involves removing staples, unfolding or unrolling and removing documents from binders, etc. This process also involves placing paper documents in a specified order to ensure that related documents are scanned in the appropriate order. This adds to the efficiency of locating the electronic images once they have been scanned. If paper documents are to be retained, this process is reversed so that originals are returned in the same order in which they were received. All documents are prepared and stored in secure areas by experienced scanning personnel.

Data Capture

This is the actual scanning process. The prepared paper documents are imaged through an optical scanner. We use state-of-the-art scanning technologies with image enhancement to ensure resolution and clarity of electronic images. This is particularly applicable to older documents that have faded or where the legibility is poor.

Data Conversion

Once a paper document has been scanned and the electronic image has been created, we convert these images into electronic formats. We provide guidance on the best format depending upon the document management solution being introduced or implemented. TIFF, JPEG, and GIF are the most commonly used grayscale (black and white) and color file formats in commercial imaging.

Quality Assurance

All work undergoes a rigorous auditing process to ensure that the image quality of the documents meet desired standards, they are legible, and that documents have not been missed. This begins with a numeric check to ensure that the number of sheets corresponds to the number of image files produced. Individual files are also manually checked to ensure quality of the images and legibility of the electronic images. The images that are required for processing undergo an advanced audit before data extraction begins.

Indexing

Once all the documents have been scanned, the images are indexed or filed according to the requirements of the client. This allows the client to search each scanned image within a system of their choice. In many cases, client guidance can help ensure that documents are efficiently identified. Depending on how the electronic images will be accessed after completion of the process, certain keywords can be enabled. Indexing of documents involves a variety of techniques including keyboard data entry, bar code reading, and text recognition. The way in which a document is to be retrieved in the future is used to define the indexing data fields. Examples include an invoice or account number, or names and addresses.

Output

The new electronic images can be supplied in a variety of formats and can be made accessible depending upon the requirements of the client. Our output is securely dispatched and password protected to ensure the safe delivery of your data. We can also securely store your electronic documents and provide high quality print-ready copies if required.

Digitization Equipment & Systems

Kodak i5850 Scanner

Graphtec CSX550-09 Scanner,

WideTEK® 36DS - Wide Format Duplex Scanner

Scan Robot 2.0 MDS Scanner

Image Access Book Eye 4 Scanner

IBML ImageTrac 6400

FUJIT SU Scanner fi-6800 PRO